



Prepared. On track. Online.

A Learning Management System for Public Health



Initial Registration Instructions to Become a T.R.A.I.N. Learner

NOTE: Before you begin: TRAIN Works only with Windows PC and Internet Explorer 8

How to Create Your Own Learner Record

1. Type "ky.train.org" into the address field of your browser to get to the **KY TRAIN** site. (Remove the http:// and/or www)
2. Click on "Create Account" box. (Create an account only one time. **Write your login name and password down and keep it in a safe place just in case you forget.**)
3. Fill out all the necessary information on the next few screens. Required fields are indicated with a red asterisk (*). **Do not hit the "Back" button at any time during the registration process.**
4. Answer the secret question at the bottom of the screen with an easy-to-remember, one-word answer. If you forget your password, this question will be posed as a security measure during the password retrieval process. Click "Next" when finished.
5. On the next screen you will be asked to provide the name of your location and job role. You may ignore the questions about your professional roles. Click "Next" when finished.
6. MRC Member screen – leave this box unchecked and Click "Next".
7. On the next screen, skip the questions about work environment and Click "Next".
8. On the next screen, skip the questions and click "Continue" to finish registering for **TRAIN**.
9. You are now ready to take the training.

Note: Learner information can be edited at any time after registration under "My Account" of the My Learning Record. **It is important to keep this information current.**

A screenshot of the "Member Login" form. It has a title "Member Login" in blue. Below it are fields for "Login Name:" and "Password:". There is a "Login" button. Below the password field is a link "Forgot Password?" with a right-pointing arrow. Below that is a "Create an Account" link in blue. Below the "Create an Account" link is a "Create Account" button. At the bottom is another right-pointing arrow.

Don't know your login and password?

If your account has been set up but you have misplaced your Login Name and/or Password contact Lori Davis for support at 502-564-5279 ext. 4445, or by email: lori.davis@education.ky.gov

Note: Write your login name and password and keep it in a safe place just in case you forget.

How to Edit Your Learner Record (Optional for KDE Medication Administration Training Course Participants)

1. Log on to the **TRAIN** site.
2. From the home page, click "My Account" from the "My Learning Record" box located on the right hand side of the page.
3. On the resulting pages, update information as needed (including your password, if desired) by clicking on either the "Details" or "My Profile" tab.

A screenshot of the "My Learning Record" menu. It has a title "My Learning Record" in a blue header. Below it are several links with right-pointing arrows: "My Learning", "Transcript", "Certificates", "Course Archive", and "My Account".

How to Register for a Course Using the Course ID Number


1. Logon to: ky.train.org (remove the <http://> and/or the www)
2. Enter the Login Name and Password that you established when you registered as a T.R.A.I.N. learner.
3. Click the Login button
4. Select the appropriate course ID number from the course list (see attachment).
5. Enter the Course ID Number in the “Search By Course ID” box (see screen shot below) on the right side of the Homepage, click “Go”.

6. Click on the Registration tab.

7. Click Launch to enter the course.

Finishing the Course and completing the Evaluation

After completion of course, return to your TRAIN account.

- Click on “My Learning” under the “My Learning Folder”.
- Click on the  to the right of the course title that you completed.
- Click on “Completed”
- Click “Start Evaluation” and answer the questions.
- Return to the Homepage.
- Click on the “Certificate” folder.
- Click on the title of the course and you may print your Certificate

TROUBLE SHOOTING

If the course is not working, try the following:

!Turn the pop-up blocker off.

When a course is not coming up on the screen, check to be sure that the computer's pop-up blocker is turned off.

!Test the computer’s environment on train.

- Go to your TRAIN account.
- Click “Help “Click “Test Your Environment”.
- Click on the text “Run User Initiated Pop-up Blocker Test”

NOTE: Items listed under “Automated Tests” and “Manual Tests” should show “Passed” at the end of them. If they do not show “Passed”, please do a screen print of that page by holding down the “Ctrl” key and pressing the “PrtScr” key above the “Insert” key on the keyboard, paste it in an email and send to: lori.davis@education.ky.gov

Contact Information: Lori Davis, lori.davis@education.ky.gov or 502-564-5279 ext. 4445

